



## Minutes

**Thursday, April 19, 2007**

Virginia Information Technologies Agency (VITA) Auditorium, Fourth Floor  
110 South Seventh St., Richmond, VA 23219

## Attendance

### Members Present:

The Honorable Aneesh Chopra  
Hiram R. Johnson, Vice Chair  
Walter J. Kucharski  
James F. McGuirk II, Chair

Mary Guy Miller, Ph.D.  
Leonard M. Pomata  
Bertram S. "Bert" Reese  
Alexander "Sandy" Thomas

### Members Absent:

Kenneth S. Johnson Sr.  
Scott D. Pattison

### Others Present:

Lemuel C. Stewart, Jr., Chief Information Officer of the Commonwealth  
John Westrick, Office of the Attorney General  
Marcella Williamson, Executive Director, ITIB

## Chair's Report

### Call to Order

Chairman McGuirk called for a moment of silence for the victims in the Virginia Tech tragedy.

Chairman McGuirk called the meeting to order at approximately 9:05 a.m. He asked Ms. Williamson to call the roll. The presence of a quorum was confirmed.

### Approval of the Minutes

Chairman McGuirk introduced the draft meeting minutes from the January 18, 2007, minutes. Mr. Hiram Johnson moved that the minutes be approved. Mr. Pomata seconded the motion. The minutes were approved by voice vote.

## Meetings for 2008

Chairman McGuirk noted that meetings have been scheduled for 2008. The dates include January 16-17, April 16-17, July 16-17 and October 15-16. Mr. Pomata asked if the board wants to continue the two-day meeting with the committee meetings on the first day and the full ITIB meeting on the second day. Mr. McGuirk said he would entertain suggestions for options.

## Election

Mr. McGuirk noted that legislation establishing the ITIB calls for an election of a chair and vice chair every two years, and that an election is required at the next meeting on July 19. He asked members interested in serving in either position or who have suggestions on who should serve to contact Ms. Williamson.

## CIO's Report

Mr. McGuirk asked for CIO Lem Stewart to provide an update to the board.

Mr. Stewart discussed the following items:

- Highlights since the last meeting
  - Communications meetings with Agency Information Technology Resources (AITRs)
  - VITA/Northrop Grumman Employee Dialogue
  - Disaster recovery test
  - Virginia Digital Government Summit
  - New Web standards and site enhancements
  - Statewide orthophotographic fly-over
  - E-newsletter for VITA and IT Infrastructure Partnership employees
  - GIS Day at the General Assembly
  - Council on Technology Services Teleworking Guide to Best Practices
  - ProSight implementation and training
  - Continuity of operations and pandemic preparedness activities
- Audit update
- Information security progress
- FY 2007 financial results
- Rates implementation
- Major IT project and procurement actions
- Customer councils

Regarding financial results, Chairman McGuirk expressed appreciation to Governor Timothy M. Kaine's Administration and Secretary of Finance Jody Wagner's office for helping VITA remain soluble while the rate structure and billing issues were resolved. CIO Stewart complimented the VITA finance staff for their exceptional work in resolving the challenge.

In light of the customer council discussion, Chairman McGuirk asked Secretary Chopra and Mr. Hiram Johnson to provide feedback regarding the ITIB Customer Council.

Secretary Chopra said feedback about an active and growing customer feedback system is positive from agencies, and the model may be adopted by other centralized state agencies. He said the ITIB Customer Council focused on working together, what might be done to recover short-term challenges through the transition and to focus on bigger challenges

ahead. He said the macro themes included short-term areas of opportunity, interesting opportunities around permitting top performers to have different models for reviews, and collaborative opportunities in the future particularly from local government representatives.

Mr. Hiram Johnson said he felt it was a good meeting, and provided a forum for executives. He said now they have a direct avenue to the ITIB for their concerns and issues, and will embrace the opportunity. In addition, Mr. Hiram Johnson said the local government representatives are excited about opportunities they see between state agencies and localities. Chairman McGuirk asked Secretary Chopra and Mr. Hiram Johnson to make regular reports to the ITIB about the council's concerns and activities.

## Committee Reports

Chairman McGuirk called for committee reports.

### Commonwealth IT Solutions Committee

Secretary Chopra reported the committee, at the request of Mr. Reese, is looking in depth at some projects by hearing direct reports from the project managers. Those included the Virginia Department of Rehabilitative Services project for integrating case management and the State Board of Elections registration and information project.

He said hearing from the project managers provided an opportunity to see the quality of the project managers. He said lessons are that the key risk factors judged for major projects might be revisited, the importance of the relationship between the prime vendor and project manager, and the inherent challenge between an agency's capability to handle major project and the relationship to their secretariat, across agencies, VITA and the ITIB.

Project managers, Secretary Chopra said, overall seem to be an asset that could be more properly leveraged as the next wave of complex and major projects approach.

Secretary Chopra said the committee reviewed the credentials of Peggy Feldmann, who has been nominated by the Governor as the Director of the Enterprise Applications Program Office. Secretary Chopra made the motion, that:

*"Consistent with Item 54.10 of Chapter 847 of 2007 Acts of Assembly, I move that the Information Technology Investment Board certify that it has reviewed the qualifications of Ms. Peggy Feldmann as it regards the Governor's proposed appointment of her to serve as Director of the Enterprise Applications Public-Private Partnership Project Office, and that the board does herewith approve Ms. Feldman's qualifications to serve in this capacity."*

The motion was seconded by Mr. Reese and approved on a voice vote.

Chairman McGuirk congratulated Ms. Feldmann on her appointment.

Ms. Feldmann discussed the purpose of the Enterprise Applications Program and her role. She also discussed the planning schedule and funding. She said the program needs the release of the FY08 appropriation of \$5.5 million.

Secretary Chopra said that he is not prepared to make a motion to release the funding, but that some action must be taken to provide funding prior to the next ITIB meeting. He made the motion, that:

*"Consistent with Chapter 847 of 2007 Acts of Assembly, I move that the Information Technology Investment Board (ITIB) delegate to the chairman of the ITIB Finance and Audit Committee the authority and responsibility to act on behalf of the ITIB in performing all reviews and granting all approvals specified in Item 54.10(C) and (D) of the above Act."*

The motion was seconded by Mr. Pomata.

Mr. Hiram Johnson suggested moving the word "all." He said the Finance Chair should come to the ITIB on some matters. Secretary Chopra said the Finance Chair should have that discretion.

Mr. Hiram Johnson said this is a flagship project and the board must be involved and know what is happening with the project, and that he has concern with the delegation of such authority. Mr. Thomas agreed, and asked if this is an efficiency action and if delegation of such authority is allowed.

Mr. Westrick said the code gives boards general authority to delegate to members of a board or employees of the agency, but that the board remains responsible.

Secretary Chopra said he shares the concern expressed, but noted that the planning process has been approved through October but there is no funding after July 1 while the ITIB does not meet again until July 19. He said the efficiency is having funding provided before the next meeting.

Chairman McGuirk said the issue arose as to how to handle such matters between board meetings when board members could not get together for a special meeting to approve Ms. Feldmann's appointment.

Board members asked how much money the program would need prior to the next ITIB meeting. After considerable discussion, the motion was withdrawn by Secretary Chopra. Ms. Feldmann was asked to determine the spending expected in July and return later in the meeting to provide the information.

## Finance and Audit Committee

Dr. Miller said the committee discussed several topics, including the VITA Small, Woman and Minority (SWaM) program, which is on target; that VITA will recognize Agency Stars and all other employees during Virginia Public Service Week; that the customer councils are in place and meeting; and that the CIO objectives are being revised because external factors sometimes prohibit meeting the objectives and that additional methods of external measures will be included.

## Finance and Audit Committee

Mr. Reese, reporting on behalf of Chairman Pattison, said the committee received updates on the financial performance of VITA, heard a presentation on the Agency Risk Management and Internal Controls Standards (ARMICS), and discussed revising the audit plan because difficulty in finding qualified staff is prohibiting progress at the rate anticipated.

## Information Technology Infrastructure Committee

Mr. Pomata said the majority of the meeting was spent discussing status of the IT Infrastructure Partnership. He asked Fred Duball, VITA, and Joe Fay, Northrop Grumman, to present a report on partnership activities.

Mr. Duball and Mr. Fay discussed the following:

- Service delivery
- Transformation
- Customer satisfaction
- Finances
- Independent verification and validation

Mr. Fay said all milestones to date have been met.

## Legislative Affairs Committee

Mr. Hiram Johnson reported on final legislative acts that impact information technology. He extended appreciation to Eric Link and Tom Fallet of VITA for their assistance during the General Assembly session.

## Recommended Technology Investment Report (RTIP)

Chairman McGuirk asked Ms. Constance Scott, VITA Project Management, to present on the RTIP.

Ms. Scott presented the schedule approved at the last meeting, investment business case questions, ranking criteria, quarterly portfolio ranking and a decision tree for the RTIP. She said two months of training for agencies on the portfolio tool has been completed, and said the portfolio ranking is courtesy of the new tool. She said the tool, ProSight, has been well received by agencies.

Secretary Chopra said Governor Kaine will announce the budget priorities for the Commonwealth on May 23 and those will provide his guidance for the RTIP.

Ms. Scott said the ranking is based on criteria used last year. She noted that the list will change between now and July since the budget biennium planning will result in more input from the agencies.

Gary Weaver, VITA Project Management, provided an overview of the ProSight tool and answered board members' questions about the tool and rankings.

Secretary Chopra made the motion that:

*"The ITIB approve the criteria for the 2007 RTIP."*

Dr. Miller seconded the motion, which passed on a voice vote.

## Other Business

Chairman McGuirk asked for other business. There was none.

## Public Comment

Chairman McGuirk asked for public comment. There was none.

## Presentation of Plans at the Commonwealth Enterprise Solutions Center to Protect Public Safety as it Relates to Terrorism

Chairman McGuirk made the motion that:

*"The Information Technology Investment Board convene a closed meeting pursuant to the Code of Virginia §§ 2.2-3711(A) (20) for the purpose of discussing the Northrop Grumman plans to protect public safety as it relates to terrorist activity directed toward disruption of Commonwealth data center operations at the Meadowville facility, or directed toward accessing, destroying, or altering government or citizen data stored at or transmitted to or from the Meadowville data center facility; and pursuant to Code of Virginia § 2.2-3711(A)(7) for the purpose of consulting with legal counsel regarding compliance with the Freedom of Information Act in the conduct of the closed meeting. The CIO, counsel and designated VITA, Auditor of Public Accounts, Northrop Grumman and Secretary of Technology staff should attend the closed meeting, as their attendance will aid our discussion."*

Secretary Chopra seconded the motion, which was approved on a voice vote.

The ITIB met in closed session from approximately 11:35 to 12:45. Upon return, Chairman McGuirk made the following motion, that:

*"The ITIB is now reconvened in open session having completed a closed meeting. I will now conduct a roll call and will ask each member to certify, to the best of his or her knowledge, that only public business matters lawfully exempt from open meeting requirements under the Freedom of Information Act and only those public business matters identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting."*

He asked Ms. Williamson to call the roll for such certification. Each of the eight members certified in the affirmative.

## Enterprise Application Program

Ms. Feldmann returned and discussion continued regarding the amount of funding required to operate the program through July.

Secretary Chopra made the motion that:

*"Pursuant to Item 54.10 of the 2007 Appropriation Act, I move that the ITIB hereby approves the budget of administrative cost of the Enterprise Applications Project Office totaling \$402,000 and the budget for the \$870,000 business process that totals \$1,272,000 for the period July 1 through July 31, 2007, and that this amount of the funds appropriated in Item 54.10 may be used in accordance with those two budgets."*

Mr. Pomata seconded the motion, which was approved on a voice vote.

Chairman McGuirk said the ITIB expects the Enterprise Applications Projects Office to present a review of the program and, in particular, anticipated revenue sources at the July meeting.

## **Commonwealth Enterprise Solutions Center (CESC) Tour**

Chairman McGuirk moved the meeting to the CESC in Meadowville Technology Park in Chesterfield County. The ITIB toured the facility.

Following the tour, Chairman McGuirk adjourned the meeting at approximately 2:35 p.m.